Michaela Community School
GOVERNING BODY MEETING
Minutes of meeting Monday 12th December 2022

Date and time:	**Location**:
Monday 12th December 2022, 5.30pm	Meeting held remotely via Zoom

Attendees:		
Name	**Present**	**Role**
Chidi Amadi (CA)	Present	Governor (Chair)
Sharon Brittan (SB)	Apologies	Governor (Vice Chair)
Pia Decarlucci (PD)	Apologies	Governor
Mohsin Drabu (MD)	Present	Governor (Finance)
Katharine Birbalsingh (KB)	Present	Head Teacher
Katie Ashford (KA)	Present	Staff Governor
Iskander Fernandez (IF)	Present	Parent Governor
Adeyemi Fasogbon (AF)	Apologies	Parent Governor (Careers)
Matthew Godfrey (MG)	Present	Governor (Careers)
Rebecca Williams (RW)	Apologies	Governor
Lundi Nyoni (LN)	Present	Governor (Finance)
Daniel Hall (DH)	Present	Governor
Stephanie Ting (ST)	Present	Governor (Safeguarding, SEND)
Brett Williams Yale (BWY)	Apologies	DHT
Ali Mansfield (AM)	Present	Clerk

No.	**FGB Items**	**Action**
1.	**Welcome and apologies** Apologies were received and accepted from Sharon Brittan, Pia Decarlucci, Adeyemi Fasogbon and Rebecca Williams. Brett Williams Yale was not required to attend.	
2.	**Declaration of Business Interests** ***Governors to complete new declarations for this academic year:*** All governors have completed new declarations for the register, AM to update and publish the register on the website.	**AM**

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	Governors to declare any conflicts of interest for this agenda: No conflicts of interest were declared. ***Governors to declare any gifts or hospitality received in their role as a governor of MCS:*** None declared. AM has updated the Gifts and Hospitality register for last year, there were no entries.	
3.	**Election of Chair and Vice Chair of Governors** CA had indicated his willingness to continue as Chair of Governors for a further year. There were no other nominations, CA was elected unanimously. SB had indicated her willingness to continue as Vice Chair of Governors for a further year. There were no other nominations, SB was elected unanimously.	
4.	**Appointment of Clerk** Governors **AGREED** to appoint Ali Mansfield as Clerk to the Governors for a further year.	
5.	**Governing Body Membership** • Confirm named governors: o Safeguarding: Stephanie Ting to continue in this role. o SEND: Stephanie Ting to continue in this role. o Careers: Matthew Godfrey and Adeyemi Fasogbon to continue in this role.	
6.	**Minutes of last meeting (6th July 2022)** ***To agree the minutes of the previous meeting:*** The minutes of the meeting held on the 06.07.22 were agreed as an accurate record. ***Matters arising not covered elsewhere on this agenda:*** None.	
7.	**Academy Accounts 2021/22** <u>Finance Governors to report on meeting with auditors, Blick Rothenberg, which took place on 9th December 2022</u> MD reported to governors on this meeting. He highlighted the following: • This was another clean audit, the school's finances are well managed. • There were no key items raised by the auditors. • Reserves sit at £1.5 million. The increase is due largely to the revaluation of the pension deficit. This is an actuarial exercise, the auditors confirmed that the school would never be called upon to repay their share of any deficit. • The accounts show an in year deficit of £225k but this includes £233k of planned capital expenditure on improvements to the	

	building. • The Management Letter from the auditors contains six observations, none of them of a serious nature. Governors were satisfied by the responses from AM. <u>To receive and agree auditors' finalised accounts for 2021/22 for submission to the ESFA and Companies House</u> Governors **APPROVED** the accounts for submission to the ESFA and Companies House. NB. As members of staff, KB and KA did not take part in the vote.	
8.	**Safeguarding Report** <u>Safeguarding report from Katie Ashford</u> Charlie Burkitt has replaced Olivia Dyer as Inclusion Leader and Designated Safeguarding Lead. He has completed all the relevant training and is being managed by KA. All staff have received training for the updated KCSiE 2022. The key changes are around domestic abuse and peer on peer abuse which is now known as child on child abuse. There have been two reported incidents of child on child abuse relating to bullying incidents in Year 9 which have been dealt with appropriately. Staff receive regular update training on the following areas: • Relevant legislation and updates to legislation • Signs of abuse • Reporting procedures including reporting to the LADO • Staff involved in safeguarding protocols • Children most at risk and how to support them Currently four pupils are subject to a Child Protection Plan, four pupils are subject to Child In Need plans and five pupils are subject to Family Solutions support. Thirteen pupils are subject to internal monitoring. There are three Looked After Children on roll, the school continues to work closely with their families and external agencies. <u>Confirm all governors have read Part 1 of KCSiE 2022</u> Governors confirmed that they had received, read and understood the updated KCSiE 2022. An overview of the changes was also provided. Q: There is a new paragraph which refers to children who might not feel ready to disclose abuse or might not be aware that they are suffering abuse. The new guidance puts the onus on staff to use 'professional curiosity'. Are staff aware of this shift in emphasis? A: This has been built into the training, staff are encouraged to use their professional judgement around any changes in patterns of behaviour and report to the DSL. The culture at MCS allows time for staff to get to know the children properly. Staff spend time with children at break times, lunch times and tutor times. There have been a couple of instances already this term where staff have spoken to CB	

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	who was then able to triangulate their information with other information to gain a holistic picture. Note updated Child Protection Policy 2022 approved by Chair's Action Governors confirmed that they had received and noted the updated policy.	
9.	**Data Report** The Progress 8 score of 2.27 placed Michaela at the top of the national performance tables. The other top 5 places went to schools which were selective in some way. A level results were also excellent, 33% of marks were at A*, nearly 75% were A* or A, 91% were A*, A or B grades. Q: Why was this not celebrated in the press? A: By the time that the Progress 8 scores come out in October the media story has moved on. Governors asked KB to pass on their congratulations on an amazing set of results. KB warned governors that this set of results would be impossible to replicate. Because of the pandemic teachers knew exactly what to teach the children this year. However, this does not detract from the wonderful job the staff did during Covid, teaching over Zoom, and since then to catch children up on lost learning.	
10.	**HT Report** KB gave a brief verbal report. A number of key staff will be leaving at the end of the year and one member of the SLT will be going on maternity leave in May. These are big losses all at once but all for positive reasons. Staff morale remains high, the staff Christmas party was well attended and everyone had a great time. Q: Given that the Stevenage school is now not going ahead, how do you plan to extend the 'Michaela Effect'? A: The challenge is bigger than opening new schools, we are engaged in a culture shift, Michaela shows people what is possible. Although a disappointment, not opening the new school will allow SLT time to speak to the press, write books and articles and speak at conferences. Around a thousand visitors a year come to see how Michaela works and go back to change their schools for the better. This is the best way to change the narrative and change people's minds. One school can be more effective in this regard. We can demonstrate what excellence looks like.	
11.	**Finance Report** Report from Finance Manager	

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	• Budget position at Month 2: Income for the period was £35k positive to budget (4%). This includes increased SEND funding and a large invoice for consultancy in Holland. Expenditure for the period is broadly in line with the budget. The largest overspend is for Learning Resources and Equipment (£28k) of which a large proportion relates to start of year assessments. There is a surplus of £37k against a forecast surplus of £7k at the end of month 2. • Trial Balance: System generated TB was provided to governors. • Cash Balances at 31.10.22: o Current account £25,000.00 o Reserve account £1,140,665.30 o 35 Day Saver account £750,315.76 o Total £1,915,981.06 • Cash Flow: Governors noted the cash flow spread sheet which shows good levels of cash reserves across the year. • Pupil numbers: Governors noted that pupil numbers are above PAN of 120 in all cohorts from Years 7 to 11. Numbers in sixth form remain modest but are improving with 57 in Year 12 against 36 in Year 13. • Finance Policy - additional section around severance pay has been added. Governors **APPROVED** the updated policy. • Governor Allowances Policy: This is based on a model policy from The Key, policy **APPROVED.** • School Meals Arrears – Process to address – c/f to next meeting. • Support Staff holiday entitlement: AM explained the new ruling regarding holiday allocations for part time workers and the need to honour the historic holiday entitlement for members of support staff. Governors **AGREED** to back date the entitlement for 2 years (April 2020) cost in the region of £10k. Q: Are teaching staff happy with their pay award given the increases in the cost of living? A: There have been no complaints. The pay scales are transparent, staff know where they are on the scale and receive allowances for additional responsibility such as Head of Year. Staff at Michaela are happy in the actual job and therefore pay is less of a contentious issue.	
12.	**Risk Register** This has been produced with input from SLT, Finance Governors and auditors. Each identified risk has been graded according to probability and impact, giving an overall rating. Three items have an overall red rating: • An uncontrollable economic event • Difficulty in recruiting high calibre staff in shortage subjects • Difficulty in recruiting support staff Mitigation is in place for these and other risks – see spread sheet. Governors **APPROVED** the Risk Register which will be reviewed on a termly basis and updated as required.	

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13.	**AOB** Policies for approval: • Gifts and Hospitality Policy – This was **APPROVED** unchanged for a further year.	
14.	**Date of next meeting** AM to circulate Doodle Poll **Items for next meeting** • Benchmarking data • Review of KPIs • Business Continuity Plan • Review of Risk Register • School meals arrears processes	